

## MECHANICAL INSPECTOR

**POSITION SUMMARY:** Performs technical and specialized work related to construction permitting, including reviewing plans and inspecting mechanical installations to ensure compliance with existing regulations, ordinances, and codes. Reviews requests for permits in accordance with established standards. Maintains records, prepares reports, and performs work related to ordinance and regulatory compliance. May be responsible for general code enforcement activities, preparing records and reports, and performing related work as required.

**SUPERVISION RECEIVED:** Work is performed under the general supervision of the director of community services and the direct supervision of the building inspections supervisor or designee.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Review plans and specifications related to mechanical installations; issue and record permits; inspect mechanical installations, repairs, and alterations; ensure use of proper material and standard of workmanship. Enforce mechanical codes and ordinances.
2. Inform and advise homeowners, contractors, and the public regarding proper construction methods, practices, and ordinances. Identify code violations and cite repairs needed related to mechanical construction codes.
3. Provide high quality customer service, courteously respond to routine and non-routine inquiries, provide information within the area of assignment, and resolve complaints in an efficient and timely manner. Follow up within the scope of authority, make recommendations, and/or refer to a supervisor or department head as necessary.
4. Assist and advise contractors, builders, and the general public in completing applications and issuing permits. Approve mechanical installations.
5. Inspect damage to mechanical systems after building fires or other disasters.
6. Investigate complaints regarding defective mechanical systems. Prepare and maintain reports and records of inspections, complaints, and investigations.
7. Assist in the development of codes and ordinances.
8. Work with the registered building official to investigate and recommend actions to resolve building construction concerns, requests for interpretations, and appeals. Attend Boards of Appeals meetings as necessary.
9. Interact with the public under extreme environments and circumstances including severe weather events and other emergencies. Attend court sessions as required.
10. Prepare information for FEMA. Perform damage assessments; complete data sheets, accident and incident reports, logs, documentation of activities, supply inventory, and other related records and reports. Perform investigations as required.

11. Use GPS and GIS systems, computers, and associated databases and maintenance software to research, complete, and document various tasks.
12. Keep abreast of new developments, current issues, and strategies through continued education and professional growth. Attend training conferences and participate in other opportunities to stay current in the field. Regularly recommend process and program improvement.
13. Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A high school diploma or equivalent and the required years of experience to be licensed as a provisional mechanical inspector with the State of Michigan.
- B. Possess and maintain a provisional mechanical inspector license through the State of Michigan.
- C. Possess and maintain a valid Michigan motor vehicle operator's license.
- D. Thorough knowledge of the tools, methods, materials, practices, and techniques of the mechanical trade and building construction and zoning matters. Able to read and interpret plans, specifications, and blueprints.
- E. Considerable knowledge of the laws, regulations, ordinances, and codes pertaining to the installation and alteration of mechanical systems. Able to understand and interpret complex building construction and zoning standards, legislation, regulations, and processes. Able to understand and interpret ordinances.
- F. Able to learn and understand appropriate personal protective equipment and basic safety protocols. This may include chemical safety, traffic safety, basic electrical safety, and department specific safety procedures.
- G. Able to detect structural and other faults and to appraise the quality of construction and workmanship. Able to identify and detect public safety hazards in facilities and natural environments, exercise judgement to secure areas and remediate concerns in immediate or acceptable manner.
- H. Able to safely negotiate foot travel in and around construction sites during entire scope of construction. This may include entering trenches and/or the using ladders and other devices as needed.
- I. Able to prepare accurate reports related to inspections and violations of codes and ordinances.
- J. Able to work as a team member, follow established procedures, and carry out duties with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude.
- K. Able to establish effective working relationships and use tact, good judgment, and resourcefulness when working with superiors, associates, staff, volunteer workers,

governmental agencies, contractors, vendors, and the public.

- L. Able to communicate effectively and prepare detailed, accurate, and timely work orders, reports, memoranda, letters, and responses to requests for information. Able to effectively present ideas orally and in writing for varied audiences.
- M. Possess excellent organizational skills and problem solving ability. Understand the larger perspective and goals of the organization. Detail oriented; possess skill in organizing schedules and coordinating associated resources. Proven ability to develop, improve, and follow procedures and develop and carry out routine and complex instructions.
- N. Able to work within deadlines, under stress, and with changing work priorities.
- O. Able to complete annual training programs for state registration requirements. Stay informed of new developments, current issues, and strategies through continued education and professional growth. Able to travel to various locations to attend training conferences and participate in other opportunities to stay current in the field.
- P. Able to train, mentor, and lead seasonal and full time staff in a lower classification by directing daily tasks, providing feedback, and advising supervisor of work performance.
- Q. Able to work any or all shifts and schedules as necessary to provide proper coverage for all activities and events.
- R. Proficiency in the use of office equipment and information technology including software applications related to areas of responsibility; able to quickly learn other technology as necessary.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

The employee is regularly required to communicate with others verbally and through written documents. The employee regularly works in the field and in a business office setting. The employee regularly enters residential, commercial, or industrial properties. The employee is frequently exposed to excessively noisy, wet, humid, snowy, and hot or cold conditions, and is occasionally exposed to noxious odors, dust, particles, or other adverse environmental conditions. The employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending, twisting, and stooping are also frequent requirements of the position.

The employee is expected to work under deadlines with the potential for constant interruption and change. The employee may be required to work extended hours and may be called out or required to work in emergency situations. The employee must be able to perform duties under adverse climatic conditions. The employee is required to drive in inclement weather.

Revised July 1997  
Format Revised April 2005  
Revised July 2018  
Revised September 2018